

ADMINISTRATIVE  
INTERNAL USE ONLY

Recommendation No. 3

Establish a more definitive plan which will identify the academic skills needed to provide a balanced staff and require SP careerists undergoing training to take those courses that are most needed by the Office of Personnel.

1. In last month's report of actions on this recommendation of the Inspector General, we cited our project for using Developmental Gap Sheets to better identify academic skills needed in individual SP careerists and to specify other kinds of training needed by them. We initially distributed these sheets for completion on all employees in the Grades GS-12 - GS-14 range who are assigned to the central Office of Personnel. Early this month we will have Gap Sheets completed on all GS-12 - GS-14 careerists in the components.

2. We intend to prepare Sheets on other professional careerists in the SP Service after we have had an opportunity to evaluate the results of the Grade GS-12 - GS-14 survey and to prepare inventories of individual training needs. Implementation of the entire program probably will require several months.

Recommendation No. 4

Plan and initiate an internal Office of Personnel training program for new careerists, designed to give such careerists a knowledge of fundamental skills and of the Office of Personnel.

1. Last month, we announced our intention to develop a more structured program of in-house training of Personnel careerists. Since then, we convened a representative number of senior, mid, and junior Personnel careerists to solicit their views on the probable content and structure that such a program should take. The sessions were highly productive, not only in the obtainment of many worthwhile ideas but also because of the widespread interest manifested in the program.

2. There was a substantial consensus among the participants that training should be a continuing process applicable to all grade levels, although it was felt that training emphases probably should vary somewhat for new careerists versus more experienced professionals in the SP Service. There was almost complete agreement that training content for new careerists should be fairly formalized and contain practical instruction on how to do things.

3. Within the next month we hope to complete a tentative outline of the proposed course content and to subsequently discuss the material with a representative number of SP careerists.

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Recommendation No. 14

Initiate prompt action to establish a system ensuring positive and continuous control and location of all Official Personnel Files.

1. An inventory of the status of Official Personnel Folders has been substantially completed. We are now working on the letter "S." We expect to have the inventory completed by the end of the month and a summary of findings available at that time.

2. A proposed Agency Headquarters Notice and Office of Personnel Memorandum concerned with the control of the OPF have been forwarded. They contain a requirement that all OPF's in Headquarters be picked up by hand. This is in addition to calling attention to the problems involved in the control of the folder at the recipient level.

3. Assignments in the File Room are being reviewed to establish clear lines of responsibility.